



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor ☐ (Pending Freeze Exemption; 8 positions two different classifications) | **Statewide**

Location: Division of Audits
300 Capitol Mall, Suite 518, Sacramento, CA 95814

Issue Date: February 3, 2003

Final Filing Date: Until Filled

Contact/Telephone:
Sylvia Ramos, (916) 322-7977

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5841-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Senior Management Auditor, learn and develop appropriate skills and procedures to perform management auditing methods by assisting in audit functions, and after proficiency development conduct less complex audit activities independently. Functions include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Learn all management auditing procedures and professional auditing techniques;
- Develop familiarization with all appropriate laws rules and regulations governing the audit practices of the office;
- Following evidence of proficiency, conducting audits to examine financial and/or compliance matters with applicable federal and/or state law, rules, and regulations;
- Learn to evaluate workload and determine resources needed to accomplish audit report processing;
- Learn to evaluate auditee's accounting and administrative systems;
- Learn to develop proper audit documents with complete and concise language to support findings;
- After proficiency development, apply auditing methods to records and/or accounts of both public and private companies under the jurisdiction of the Office of the State Controller;
- Learn to conduct entrance and exit conferences with the auditee to discuss the audit scope and findings;
- Travel to and from audit site.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 518

Sacramento, CA 95814

Attn: Sylvia Ramos